

Cumberland Valley High School Alumni Transcript Request Form

Cumberland Valley High School - Counseling and Career Center - 6746 Carlisle Pike - Mechanicsburg, PA 17050

For information: 717-506-3627

Your Information

Last Name:	First Name:	Name while Attending CVHS:	Birthdate: (mm/dd/yyyy)
Current Street Address:		City/State/Zip	
High School Program (Fill in block completely where applicable) <input type="checkbox"/> CVHS Graduate <input type="checkbox"/> Adult Achievement Diploma (CVHS) <input type="checkbox"/> Did Not Graduate		Year of Graduation from CVHS (required):	Phone number:

Transcript Recipients

Name of College/Employer:	
Name of Person/Department	
Address	
City/State/Zip	

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Name of College/Employer:	
Name of Person/Department	
Address	
City/State/Zip	

Payment: Money order, Cashier's Check, Cash, or Online. NO PERSONAL CHECKS

Number of transcripts at \$5:00 each:	Total Fees Due: \$
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Signature

By signing, I certify that I am the above student requesting my CVHS transcript. I have completed this form accurately and enclosed the correct fees. I understand that fees are nonrefundable. I also understated that this application will be returned if incomplete.

Signature: (Required)	Date:
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Office Use Only

Date Received:

Amount Received:

Date processed:

Cumberland Valley High School Alumni Transcript Request Instructions

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Requests may be made in the following manner:

1. Download the CVHS/AADP Transcript Request Form; sign and complete the form legibly and in its entirety and mail with payment (cash, cashier's check or money order) to: Cumberland Valley High School, Counseling and Career Center, 6746 Carlisle Pike, Mechanicsburg, PA 17050. Or,
2. Go to or go to <https://cumberland.revtrak.net/> and complete the request and payment online.
3. Visit the CVHS Counseling and Career Center at the above address and fill out the form in person.
4. The form must be signed and payment is expected at the time of the request.

Transcript Request Information

1. At the time of graduation, graduates receive one (1) diploma as a result of graduating from CVHS. No copies of CVHS diplomas will be provided.
2. If your diploma has been lost, stolen or misplaced, and verification of graduation is required, the high school transcript is the only documentation available. Please follow the directions above for requesting a high school transcript.
3. All official transcripts will be mailed directly from the Cumberland Valley High School Counseling and Career Center to the college or employer.
4. If you would like an unofficial copy of your transcript for your records, please indicate that on the form.
5. Transcripts will be issued only at the signed request of the student concerned with exceptions noted below, in accordance with the Family Educational Rights and Privacy Act (FERPA).
6. Requests for transcripts will be processed within 5-7 business days of receiving a completed CVHS Transcript Request Form.
7. No phone requests for transcripts will be honored.

Requests for transcripts made by individuals other than the former student:

- A child who has not reached the legal age (18 years) must have the parent's signature or signature of a legal guardian and a certified copy of a court order naming such legal guardian must be furnished before the transcript request will be processed.
- If the transcript request is signed by someone other than the former student that has reached legal age, a signed release form from the former student must be attached to the CVHS Transcript Request Form. The release must designate a person authorized to sign specifically for release of records.
- In the case of a deceased or intellectually disabled person, an authorized signature release must be obtained from a (1) blood relative; (2) surviving spouse; (3) administrator, executor of the estate or beneficiary by will or insurance and accompany the CVHS Transcript Request Form. In all cases, a certified court order naming such legal representative must be furnished before the transcript request will be processed.